EMPLOYEE SELF SERVICE PRESENTATION
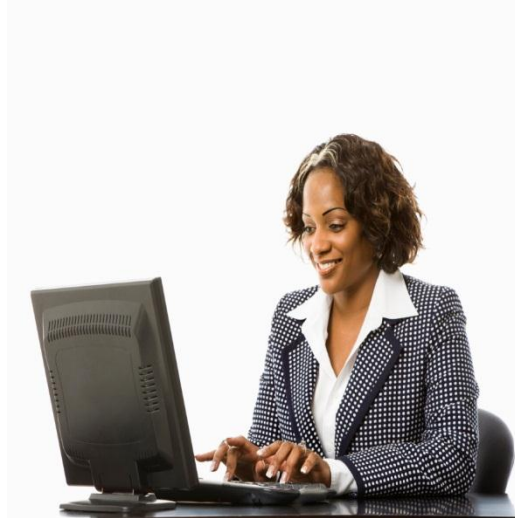
WHAT IS EMPLOYEE SELF SERVICE (ESS)

▸The **Employee Self Service (ESS)** website is a subset of Payroll System.

▸ESS allows you to view your personal information that is recorded in the Payroll System.

BENEFITS

▸Real Time Information with 24 hour access from anywhere there is an internet connection.

▸Ability to View, Print, Save Pay Stub, W-2s & Payroll Forms.

▸Access to Paycheck Information is guaranteed to be available no later than Pay Day.

FEATURES OF ESS

The ESS Portal Allows You To View:
- ✓ Paycheck Stubs
- ✓ W-2 Tax Forms
- ✓ Pay Summary
- ✓ Deduction Summary
- ✓ Personal Information
- ✓ Address
- ✓ Emergency Contact
- ✓ Tax Withholding/ Allowances
- ✓ Downloadable Payroll Forms

The ESS Portal Allows You To Update:
- ✓ Emergency Contact Information

ACCESSING THE SYSTEM

- The Temporary Password for Initial Login to ESS will be sent to your Department.

User Name & Passwords are Case Sensitive!

- If you experience problems logging in, contact IT Support at (404)612-7334 or via email help.desk@fultoncountyga.gov .

- Password Reset can be done through IT but all requests must be emailed to the Help Desk. The Help Desk will not reset passwords via telephone.

ACCESSING THE SYSTEM

1. From Any Device with Internet Access, type http://ess.fultoncountyga.gov in the browser then press Enter.
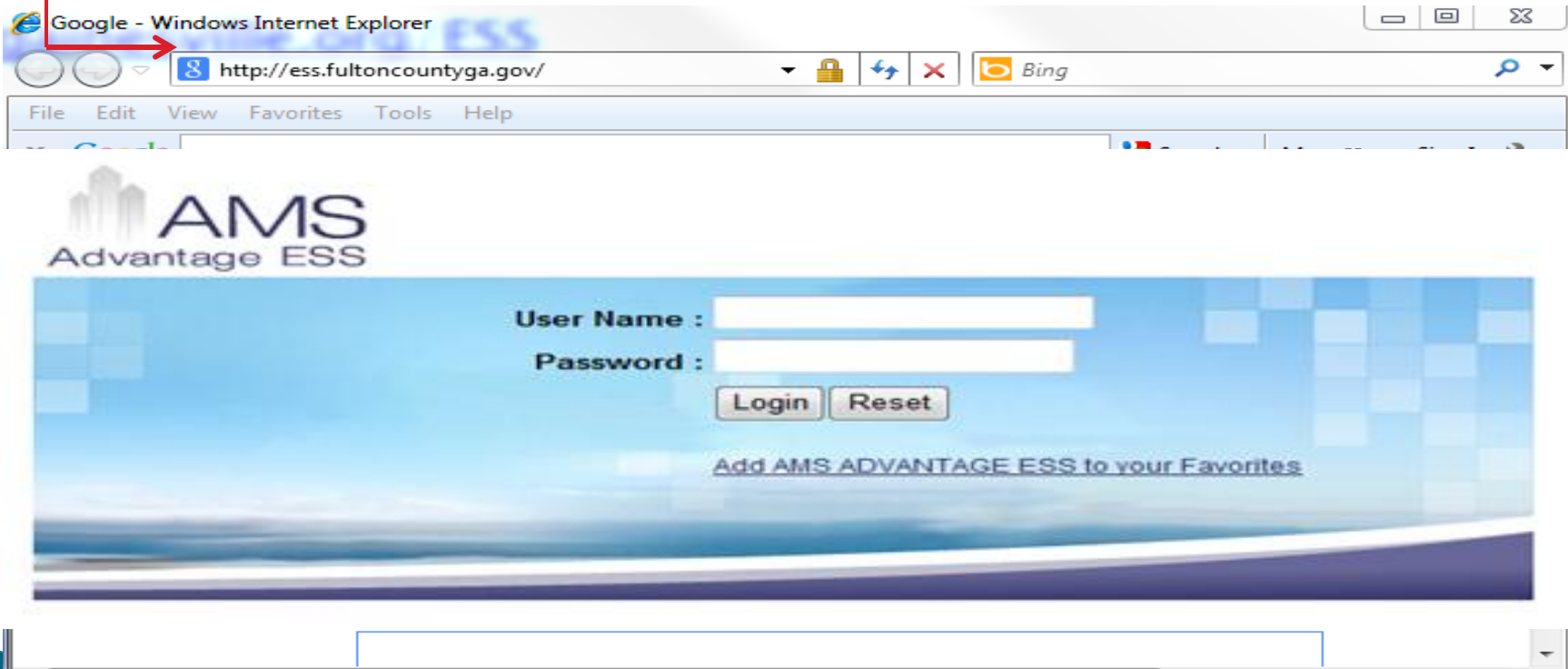
Remember to Add ESS Website to your Favorites Menu!

ESS INITIAL LOGIN PROCESS

2. Enter Your **User Name** and **Password** from the *letter* , then Click **Login** or Press **Enter.**

User Names and Passwords are Case Sensitive!

AMS
Advantage ESS

User Name :

Password :

Login   Reset

Add AMS ADVANTAGE ESS to your Favorites

ESS INITIAL LOGIN PROCESS

3. Enter the required information to change your password, then Click Login or Press Enter.
New passwords must be a maximum of eight characters!

AMS
Advantage ESS

Your password has expired.

User Name : 999999999

Old Password : abc12345

New Password : Train001

Confirm New Password : Train001

Login   Reset

ESS INITIAL LOGIN-PASSWORD HINT

The Home Page will Display. Now, you will need to create a **Password Hint** for your profile:

▸ Click on **My Desktop**

▸ Select **Change Password Hint**

ESS INITIAL LOGIN-PASSWORD HINT

The following screen will display. Enter the required information.

Fulton County, GA ESS

Home Contact FAQ Help Accessibility PrintPage Logout

Home | Change Password | Change Password Hint | Forms and Websites | Announcements | Broadcasts | Alerts

My Desktop

My Info

Change Password Hint

Password Hint:	What is your mother's maiden name? ▼	←	1. Click on the drop down arrow and select a question of your choice
Reply:	••••••	←	2. Enter the answer to your selected question
Verify Reply:	••••••	←	3. Re-enter the answer to your selected question
Current Password:	•••••••	←	4. Enter your login password for the ESS website
	Change Password Hint	←	5. Click Change Password Hint

ESS INITIAL LOGIN-PASSWORD HINT

- You will receive confirmation message if the password hint was successfully changed (see below).

1 of 1 | ⓘ View All Password hint was successfully changed.

- Click the **Home Tab** on the left or at the top right of the screen to return to Home Page.

VIEWING YOUR PAY STUB

Pay Stubs go Paperless on Pay Date 12/13/13. The site will be available on Pay Date 11/15/13.

1.Click on My Info Tab on the left hand side

The Home page displays General Information, Announcements, Alerts and Pay Summary.

VIEWING YOUR PAY STUB

2. Click on My Compensation Tab
3. Select Issued Checks/Advices.

4. Click Attachments

VIEWING YOUR PAY STUB

5. Click Download

MYCOMP - Issued Checks / Advices Attachments

	File Name	Type	Date	User ID	
✓	138736000_5483643.PDF	Standard	4/28/13		

First Prev Next Last

Download ←

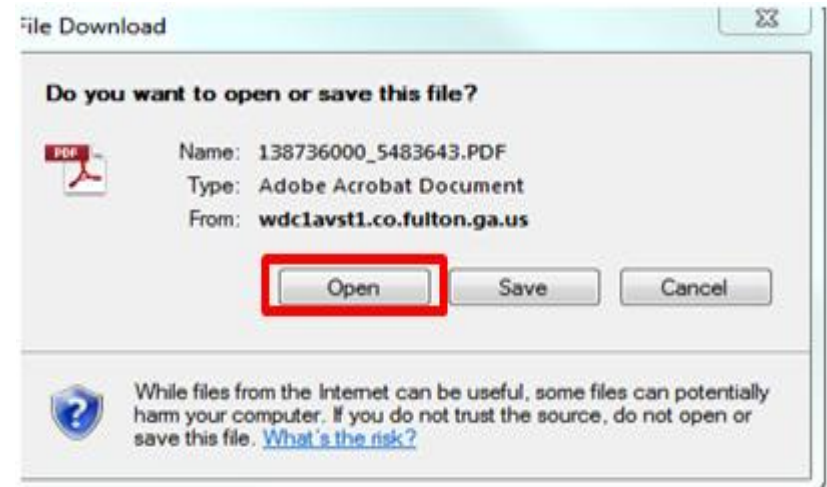**Click on Download to download the attachment for the selected check date.**

File Name : 138736000_5483643.PDF Description :

Type : 1

Date : 4/28/13

User ID :

Return to MYCOMP – Issued Checks / Advices

View Attachment History

6. Click Open to View your Paystub

File Download

Do you want to open or save this file?

Name: 138736000_5483643.PDF
Type: Adobe Acrobat Document
From: wdc1avst1.co.fulton.ga.us

[Open] [Save] [Cancel]

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

VIEWING YOUR PAY STUB
7. Paystub Will Display

VIEWING YOUR W-2 FORM

Under My Info Tab,

1. Click on My Compensation Tab
2. Click View Tax Forms (ex. W-2)

AMS Advantage ESS

Home Contact FAQ Help Accessibility PrintPage Logout

My Information **My Compensation**

Jobs | Pay Summary | Deduction Summary | Issued Checks/Advices | View Tax Forms (ex. W-2)

My Desktop

My Info

View Tax Forms (ex. W-2)

Click View Tax Forms (ex. W-2) under My Compensation Tab

Tax Year	Tax Form	Federal Tax ID
✓ 2012	W2	

Attachments

Select the year in the grid then click Attachments

Tax Year : 2012
Tax Form : 1

3. Click Attachments

VIEWING YOUR W-2 FORM

4. Click Download

5. Click Open to View your Paystub.
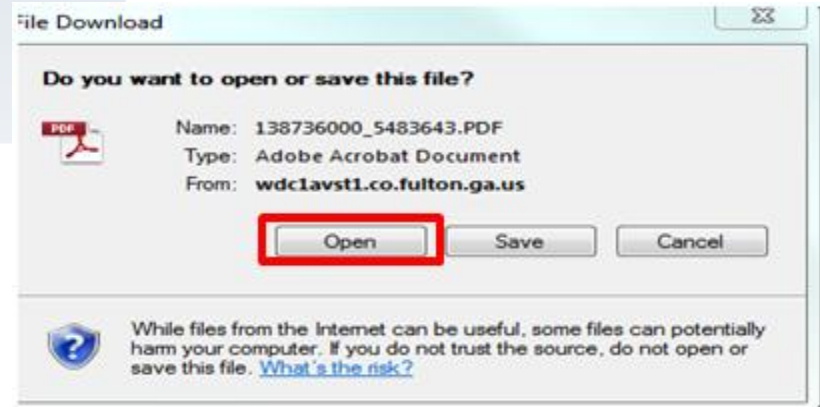
VIEWING YOUR W–2 FORM

6. W–2 Form will Display

a Employee's social security number			OMB No. 1545-0008	This information is being furnished to the internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.	
b Employer identification number (EIN)				1 Wages, tips, other compensation 18091.16	2 Federal income tax withheld 471.95
c Employer's name, address, and ZIP code				3 Social security wages 19722.77	4 Social security tax withheld 1222.81
FULTON COUNTY 141 PRYOR STREET ATLANTA GA 30303				5 Medicare wages and tips 19722.77	6 Medicare tax withheld 285.98
				7 Social security tips 0.00	8 Allocated tips 0.00
d Control number				9	10 Dependent care benefits 0.00
e Employee's first name and initial Last name				11 Nonqualified plans 0.00	12a See instructions for box 12 DD 2619.00
				13 Statutory employee Retirement plan Third-party sick pay X	12b G 375.67
				14 Other	12c
f Employee's address and ZIP code					12d

15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
GA		18091.16	227.91	0.00	0.00	
		0.00	0.00	0.00	0.00	

Form **W-2** **Wage and Tax Statement**   2012   Department of the Treasury—Internal Revenue Service

Copy C—For EMPLOYEE'S RECORDS (See *Notice to Employee* on the back of Copy B.)

Safe, accurate FAST! Use   *ms e–file*

SECURITY
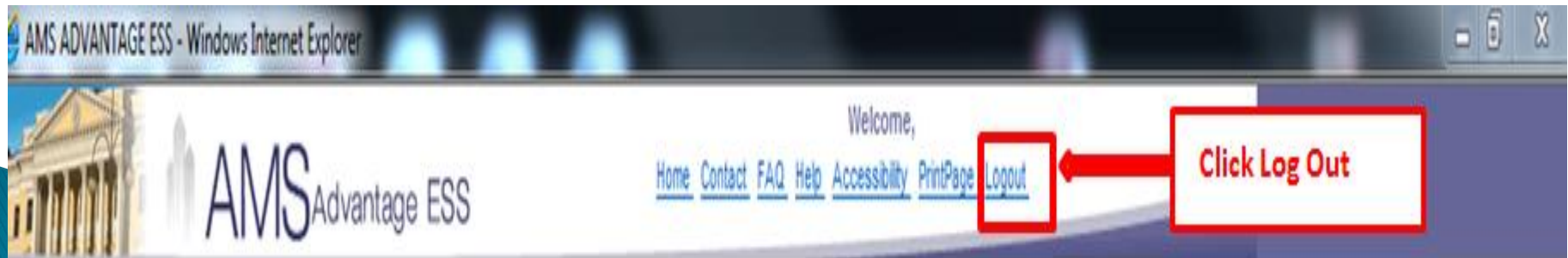
- ESS is a secured online portal, similar to IRS E-File Systems & Online Banking.

- All information contained in ESS is intended for the sole use of the individual employee.

- Employees can access ESS at work, but are encouraged to print information from offsite printers to save Fulton County resources.

SECURITY

- Only you have access to your Personal Information. Timekeepers, Managers and Supervisors are not allowed to access your personal ESS profile.

- Contact IT Support at (404)612-7334/ email help.desk@fultoncountyga.gov immediately if you suspect your login credentials have been compromised.

LOGGING OUT OF ESS

▸ Click the Logout Link at the top right of the screen to exit the system.

▸ Always use the Logout Link to exit rather that clicking X at the top right corner page.

QUESTIONS

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